

**Tennessee Department of Health
Division of Family Health and Wellness**

Position Name: Early Childhood Section Chief

Job Classification: Public Health Administrator 1 (Executive Service)

Education: Masters or Doctorate of Public Health, Nursing, or Social Work

Overview: This is an executive position responsible for the management of the Early Childhood Section in the Division of Family Health and Wellness.

Ideal candidate:

- Leadership experience in home visiting
- Experience with public health or community-based systems
- Extensive experience with grant applications and reporting
- Experience in management of budgets
- Experience in management of large teams
- Experience in management of contracts
- Experience in communications with media and high level stakeholders including governmental and community partners
- Vision for systems approach to promoting health in early childhood

Duties Related to Early Childhood Section:

- Oversee federal and state funded home visiting partnerships, review of grant applications and reporting, and proactively respond to legislative inquiries
- Facilitate state level systems collaboration with government and private partners
- Support local/regional health department staff in early childhood initiatives
- Work with Division Assistant Commissioner and the Commissioner's Office to reduce upstream risk factors for morbidity and mortality
- Assist with preparation and review of grant reports and applications for responsible sections and for the Maternal Child Health (Title V) Block Grant as applicable
- Present to local, regional, state, and national groups as requested on topics relevant to section work such as adverse childhood experiences and infant mental health
- Provide coaching and mentoring to staff
- Ensure evaluation of programs to demonstrate effective use of funds
- Develop external statewide and national partnerships to collectively impact the health of children and families
- Provide guidance to the Early Childhood section in the selection, evaluation, and implementation of evidence-based prevention strategies

Personnel Details:

- Direct supervision of up to 5 staff
- Ultimately responsible for team of 10
- Reports to Deputy Director of Division of Family Health and Wellness

Interested applicants should send CV and letter of interest to Dr. Morgan McDonald (Morgan.mcdonald@tn.gov).

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